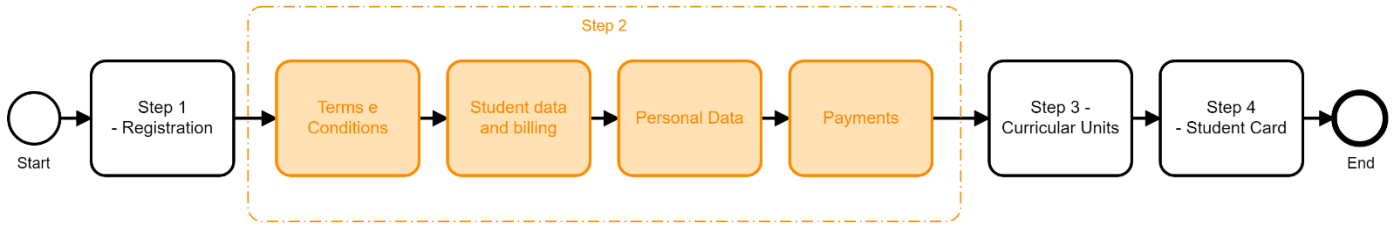
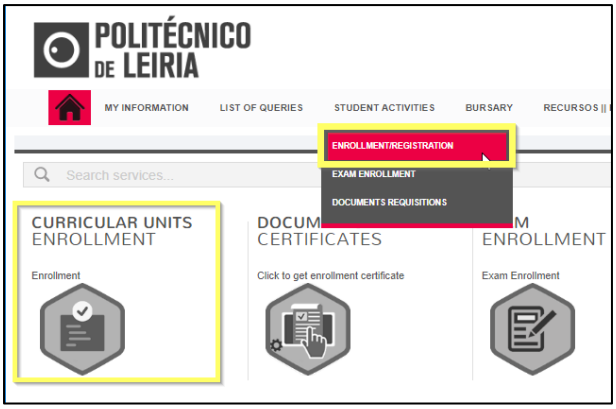
Step Flow

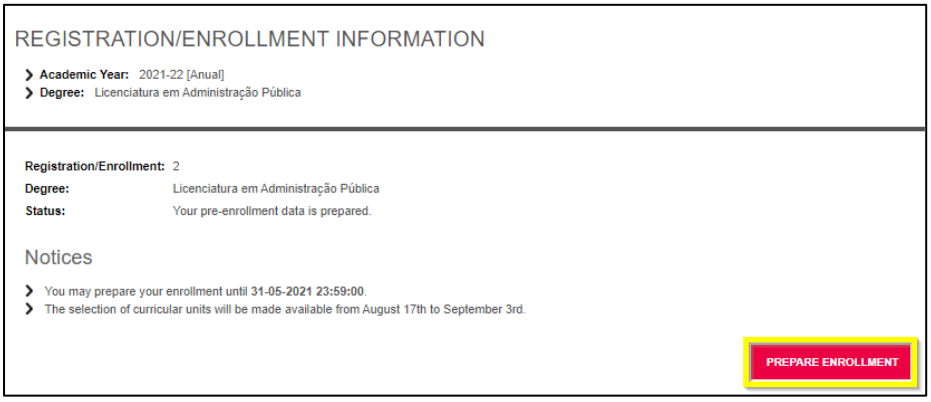


STEP 2: Update your data and make payments

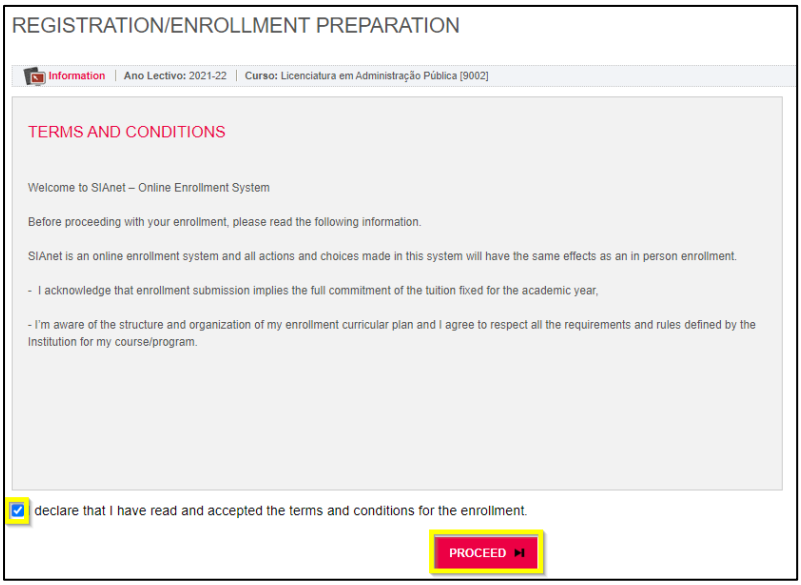
- After successful authentication on the Student Portal click on [Enrollment]



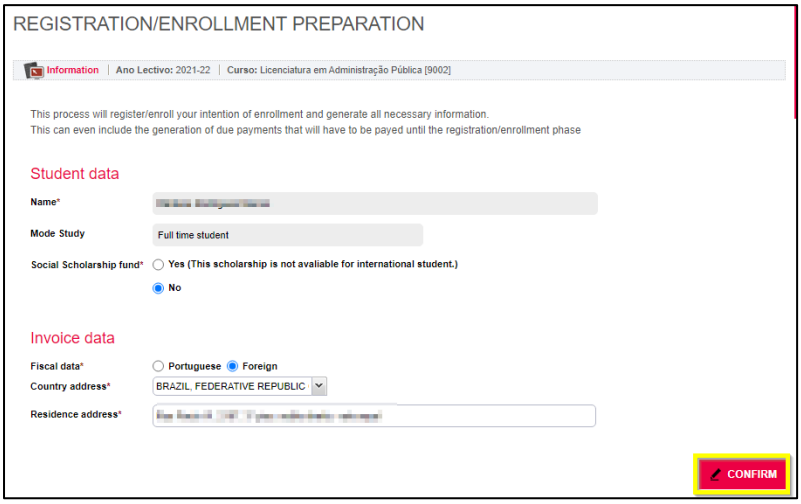
- Click on [Prepare Enrollment]



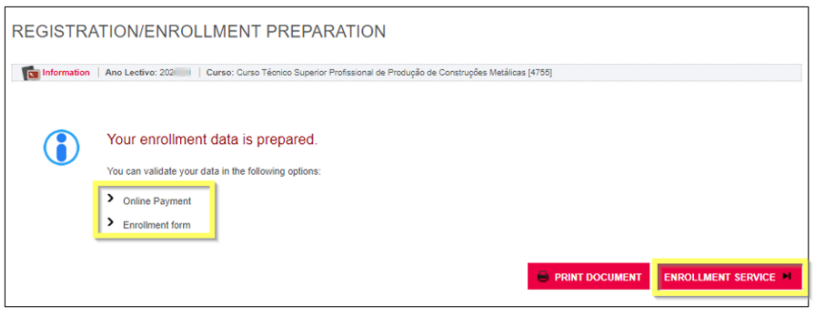
- Accept the Terms and Conditions and click on [Proceed]



- Fill in your information. Click on [Confirm]
  If you are a Foreign student on Social Scholarship Fund select [No]



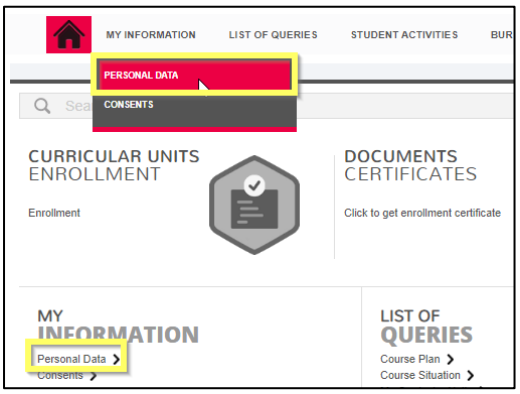
- Click on [Online Payments] or on [Enrollment Form] to fill in the required information.



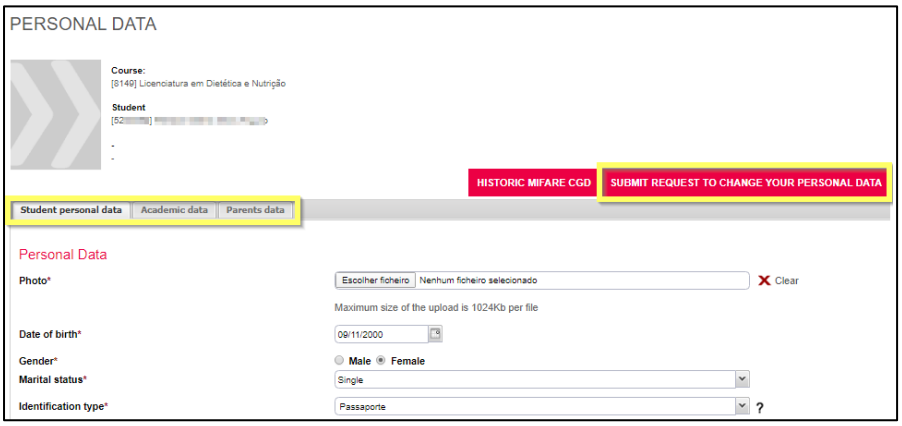
- To choose the Curricular Units you want to attend, click on [Enrollment Service]. To proceed, you need to:
  - Regularize your Financial Status
  - Update personal data

Update Personal Data

- Click on [Personal Data]



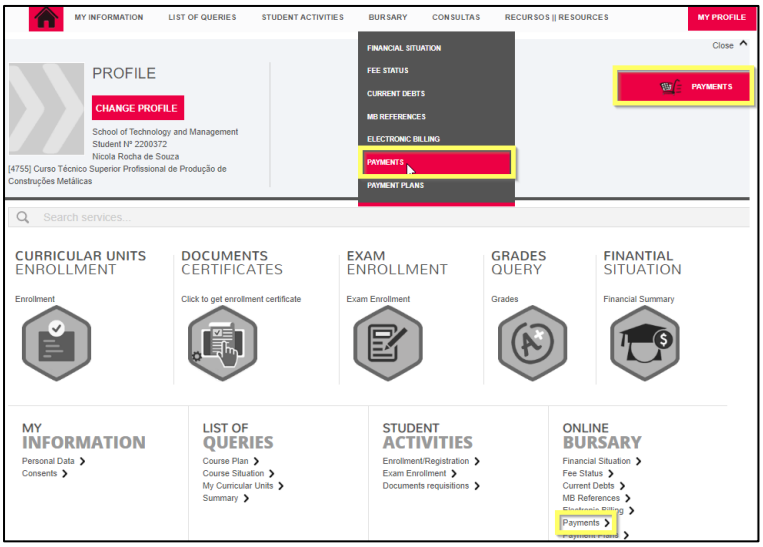
- Fill the mandatory fields (marked with *) on the [Student Personal Data], [Academic Data] and [Parents Data].
  - Please select a passport style photo.
  - If you are a foreign student fill the Social Security Number with 9 to 11 numbers, eg. '999999999' and the Fiscal Number with '999999990'



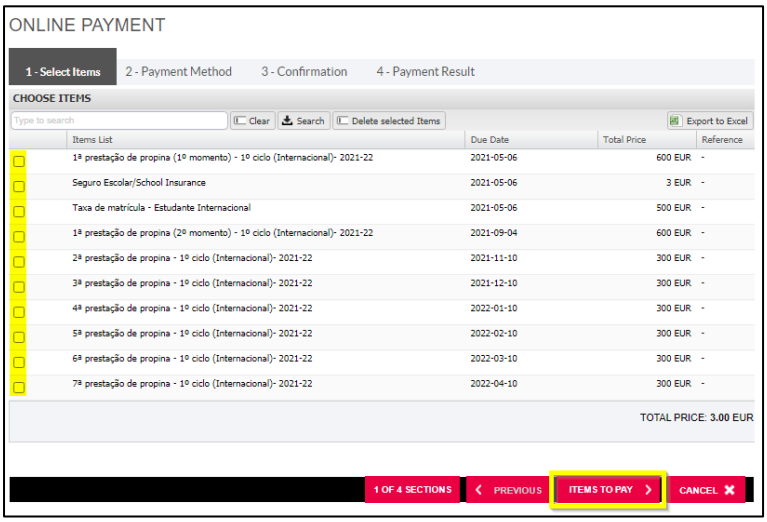
- Click on [Submit request to change your personal data]
  The photograph will be in the 'pending' state for later validation by the Academic Services.

Make Payments

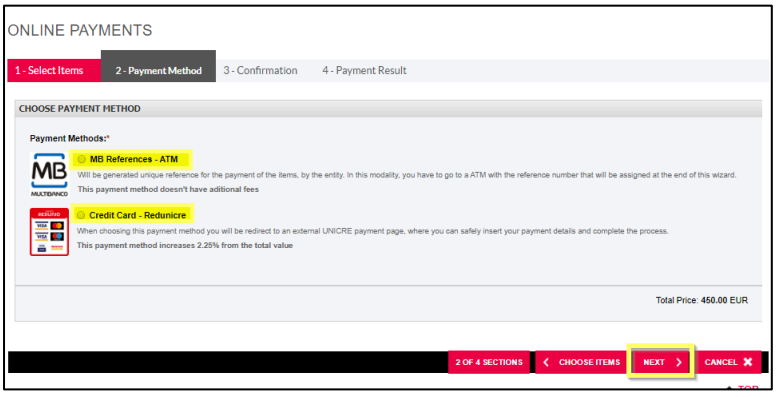
- Click on [Payments]



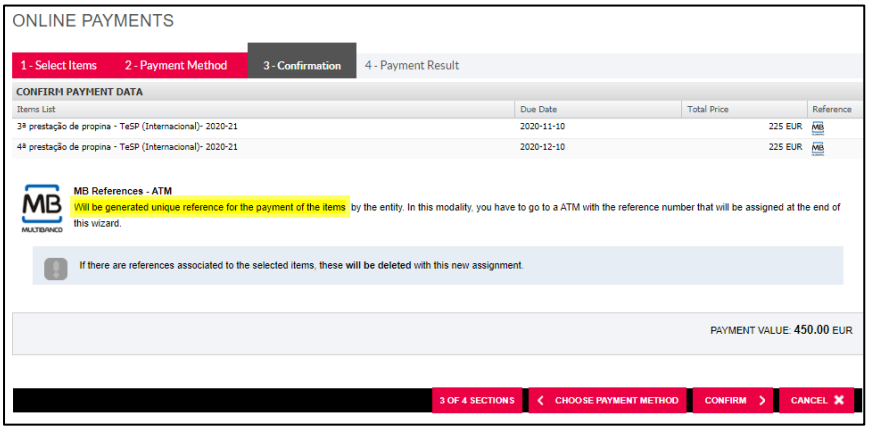
- Select the items you want to pay for. Click on [Items to pay]



- Click on [Choose Payment Method]. Select MB References (ATM) or Credit Card and click on [Next]



- Click on [Confirm] to:
    - Generate a single MB Reference (ATM)
    - Or to be redirected to an Electronic Payment Terminal (Only applicable to Credit Card Payment).



✓ Once these steps are complete, you can download the Proof of Registration Document, following the instruction in the Guide for Obtaining Online Documents

Consult the stages of the Registration and Enrollment process in the "Step Guide"

If you need help from the Academic Services of the Polytechnic of Leiria, contact us at academicos@ipleiria.pt